SHELBY COUNTY BOARD OF COMMISSIONERS AGENDA ROUTE SHEET

Referred to Commiss	ion Committee (name)		
For Commission Action	on on (date)		
AS VENDOR FOR DISABILITY INSU	FITEM: RESOLUTION APPROVING CIGALL SHELBY COUNTY GOVERNMENT URANCE COVERAGES. RESOLUTION STOREOFF FLINN.	EMPLOYEE	LIFE AND
CHECK ALL THAT A	APPLY BELOW:		
This Action do	es NOT require expenditure of funds.		
This Item requ	ires/approves expenditure of funds as follows (com	plete all that app	oly):
County General Fund	ls: \$: County CIP Funds: \$		
State Grant Funds: \$: State Gas Tax Funds: \$		
Federal Grant Funds:	\$		
Other funds (Specify	source and amount): Long Term Disability – 011-00		
Other pass-thru funds	s (Specify source and amount): \$		
Originating Departm APPROVAL:	Human-Resources-Employee Benefits	1 New D	-11
Dept. Head:	Mike Lewis 545-4359	(Initials)	(Date) 9/15/09
Elected Official:		(Initials)	(Date)
Division Director:	F. Grace Hutchinson 545-4429	(Initials)	(Date) 9/15/2009
CIP – A&F Director:		\\(\)	(Data)
Finance Dept.:	Mike Swift 545-4269	(Initials) (Initials)	(Date) (Date)
County Attorney:	Lisa Keijy	(Initials)	(Date)
CAO/Mayor:	James Huntzicker 545-4514	(Initials)	-\ <u>\ 9\\(\c\</u> c\\c\\\\\\\\\\\\\\\\\\\\\\\\\\\\

SUMMARY SHEET

I. <u>Description of Items</u>

RESOLUTION APPROVING CIGNA GROUP INSURANCE AS VENDOR FOR ALL SHELBY COUNTY GOVERNMENT EMPLOYEE LIFE AND DISABILITY INSURANCE COVERAGES. RESOLUTION SPONSORED BY COMMISSIONER GEORGE FLINN.

II. Source and Funding

Source - 011-000000-2233 Long Term Disability- \$ 2,300,000.00

Source - 011-000000-2246 Life Insurance - \$ 1,900,000.00

III. Contract Items

- A. Type of Contract Employee Life/Disability Insurance
- B. Terms 3 year contract commencing January 1, 2010

IV. Additional Information Relevant to Approval of this Item

The Administration Recommends Approval Of This Resolution.

Item #	PREPARED BY BRENDA GREENE
COMMISSIONER	APPROVED BY
RESOLUTION APPROVING CIG	NA GROUP INSURANCE AS VENDOR FOR ALL SHELBY
COUNTY GOVERNMENT EMPLO	OYEE LIFE AND DISABILITY INSURANCE COVERAGES.
RESOLUTION SPONSORED BY O	COMMISSIONER

WHEREAS, The County offers a variety of life and disability coverages for employees and issued a Request for Proposals ("RFP") No. 09-006-94, Government Life and Disability Insurance June 25, 2009 and;

WHEREAS, The coverage includes Basic Life (30% paid by employee, 70% paid by Shelby County), Dependent Life (fully paid by employee), Supplemental Life (fully paid by employee), Accidental Death and Dismemberment (fully paid by employee), Short Term Disability (fully paid by employee) and Long Term Disability (fully paid by County) and;

WHEREAS, The County, in conjunction with its Consultant, The Segal Company, received proposals from seven (7) bidders on July 17, 2009 and CIGNA Group Insurance gave the best financially competitive bid response, and a three (3) year rate guarantee for all lines of coverage as shown in the attachment (Exhibit I), and;

WHEREAS, Some rates have been reduced from the current premium amount or remain the same. Employees will also be given the option to purchase an additional level of dependent life insurance of twenty five thousand dollars (\$25,000.00), and;

WHEREAS, The Administration recommends approving the application of CIGNA Group Insurance as the County's life and disability insurance carrier (Exhibit II).

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That CIGNA Group Insurance is awarded all employee life and disability coverages for a three (3) year period commencing January 1, 2010, subject to budget availability which includes Basic Life, Dependent Life, Supplemental Life, Accidental Death and Dismemberment, Short and Long Term Disability.

BE IT FURTHER RESOLVED, That the Mayor is hereby authorized to execute all necessary applications on behalf of Shelby County Government, copies of which are on file in the Contract Administration Department.

BE IT FURTHER RESOLVED, That the Mayor and the Director of the Division of Administration and Finance be and are hereby authorized to issue their warrants to CIGNA Group Insurance, according to the attached rates (Exhibit 1) and to take proper credit in their account therefor.

BE IT FURTHER RESOLVED, That this Resolution shall take effect from and after the date it shall have been enacted according to due process of law, the public welfare requiring it.

A C Wharton, Jr. Shelby County Mayor
DATE
ATTEST:
Clerk of County Commission

ADOPTED _

EXHIBIT 1

Financials - Summary by Product - Best and Final

Employer Paid Annual Premium					Proposed	sed			
Employer Paid Annual Premium	Current	CIGNA	NA	Hartfo	Hartford Life		MetLife	Standard	lard
Employer Paid Annual Premium		Initial	B&F	Initial	B&F	Initial	B&F	Initial	B&F
Basic Life	\$2,831,616	\$2,671,608	\$2,622,900	\$3,130,788	\$3,061,212	\$2,734,224	\$2,734,224	\$2,831,616	\$2,713,344
LTD	\$3,955,548	\$2,281,860	\$2,281,860	\$3,164,448	\$2,793,612	\$3,263,328	\$2,843,052	\$3,658,884	\$3,436,392
Total	\$6,787,164	\$4,953,468	\$4,904,760	\$6,295,236	\$5,854,824	\$5,997,552	\$5,577,276	\$6,490,500	\$6,149,736
Difference from Current (%)									
Basic Life		%9-	-7%	11%	8%	-3%	-3%	%0	-4%
LTD		-42%	-42%	-50%	-29%	-17%	-28%	%2-	-13%
Total		-27%	-28%	%1-	-14%	-12%	-18%	-4%	%6-
Difference from Current (\$)									
Basic Life		(\$160,008)	(\$208,716)	\$299,172	\$229,596	(\$97,392)	(\$97,392)	80	(\$118,272)
LTD		(\$1,673,688)	(\$1,673,688)	(\$791,100)	(\$1,161,936)	(\$692,220)	(\$1,112,496)	(\$296,664)	(\$519,156)
Total		(\$1,833,696)	(\$1,882,404)	(\$491,928)	(\$932,340)	(\$789,612)	(\$1,209,888)	(\$296,664)	(\$637,428)
Employee Paid Annual Premium									
STD	\$781,044	\$781,044	\$781,044	\$747,084	\$624,828	\$532,008	\$532,008	\$781,044	\$520,692
AD&D	\$26,969	\$26,969	\$24,272	\$33,334	\$21,818	\$25,269	\$25,269	\$26,969	\$26,969
Voluntary Life - EE	\$755,385	\$830,004	\$748,374	\$906,853	\$906,853	\$1,555,015	\$1,555,015	\$755,521	\$755,521
Voluntary Life - Spouse and Dependent	\$375,720	\$375,720	\$338,148	\$198,900	\$198,900	\$125,472	\$125,472	\$375,720	\$375,720
Total	\$1,939,117	\$2,013,737	\$1,891,838	\$1,886,170	\$1,752,399	\$2,237,764	\$2,237,764	\$1,939,253	\$1,678,901
Difference from Current (%)									
STD		%0	%0	-4%	-20%	-32%	-32%	%0	-33%
AD&D		%0	-10%	24%	-19%	%9-	%9-	%0	%0
Voluntary Life - EE		10%	-1%	20%	20%	106%	106%	%0	%0
Voluntary Life - Spouse and Dependent		%0	-10%	-47%	-47%	%29-	%29-	%0	%0
Total		4%	-2%	-3%	-10%	15%	15%	%0	-13%
Difference from Current (\$)									
STD		\$0	\$0	(\$33,960)	(\$156,216)	(\$249,036)	(\$249,036)	\$0	(\$260,352)
AD&D		\$0	(\$2,697)	\$6,365	(\$5,151)	(\$1,699)	(\$1,699)	\$0	\$0
Voluntary Life - EE		\$74,619	(\$7,011)	\$151,468	\$151,468	\$799,630	\$799,630	\$136	\$136
Voluntary Life - Spouse and Dependent		0\$	(\$37,572)	(\$176,820)	(\$176,820)	(\$250,248)	(\$250,248)	\$0	0\$
Total		\$74,619	(\$47,280)	(\$52,947)	(\$186,719)	\$298,647	\$298,647	\$136	(\$260,216)
Grand Total	\$8,726,281	\$6,967,205	\$6,796,598	\$8,181,406	\$7,607,223	\$8,235,316	\$7,815,040	\$8,429,753	\$7,828,637
Difference from Current (%)		-50%	-22%	%9-	-13%	%9-	-10%	-3%	-10%
Difference from Current (\$)		(\$1,759,077)	(\$1,929,684)	(\$544,875)	(\$1,119,059)	(\$490,965)	(\$911,241)	(\$296,528)	(\$897,644)

Best and Final Notes:

- 1. CIGNA's voluntary life coverages are packaged with disability.
 - 2. CIGNA's disability coverage is offered on a stand alone basis.
- 3. Standard proposes a 3 year rate guarantee on LTD with a contingent 4th or 5th year guarantee if the loss ratio on Life is .90 or better and the loss ratio on LTD is .80 or better.

 - 4. MetLife's proposal is offered on a stand alone basis for life and disability.
 5. Hartford's disability coverage is offered on a stand alone basis, however, life coverage is packaged with disability.



EXHIBIT 2

APPLICATION FOR GROUP INSURANCE

Applicant (Full Legal Name): State of Ten	nessee, County of Shelby, Shelby County Government
Address: 160 N. Main Street Suite 949	
City: Memphis State: TN	Zip Code: 38103
Taxpayer ID No.: 62-600841	<u> </u>
Phone Number: 901.545.4939	FAX Number: 901.545.4942

The Applicant confirms receipt of a proposal from the Underwriting Company(ies) shown below and accepts the terms and conditions of the proposal and any attachments or modifications made to the proposal. The terms and conditions of the requested plan of insurance may vary in certain states as required by the laws of those states. Further, it is agreed the insurance applied for will not become effective unless this application is received and approved by the Underwriting Company(ies). Acceptability of the application is determined by the Underwriting Company(ies) and is based on current underwriting rules and requirements. If conflict exists between the proposal and the policy(ies), when issued, the terms of the policy(ies) will govern.

REQUESTED INSURANCE	REQUESTED EFFECTIVE DATE
COVERAGE: Group Basic & Voluntary Term Life	1/1/2010
UNDERWRITING COMPANY: Life Insurance Company of North America	
COVERAGE: Group Voluntary Accident	1/1/2010
UNDERWRITING COMPANY: Life Insurance Company of North America	
COVERAGE: Group Short-Term Disability	1/1/2010
UNDERWRITING COMPANY: Life Insurance Company of North America	
COVERAGE: Group Long Term Disability	1/1/2010
UNDERWRITING COMPANY: Life Insurance Company of North America	

If the number of eligible persons who enroll in the proposed insurance plan does not satisfy the participation requirements stated in the proposal, the Underwriting Company(ies) may, at its discretion, cancel the plan of insurance or adjust the rates or plan limits to reflect this difference. Premiums are payable as set forth in the policy(ies). If the Applicant collects premium from Insureds, Applicant will remit premium to the Underwriting Company(ies), or its Administrator, within 30 days. If premiums are not paid by the end of the Policy Grace Period coverage will end. Premiums are subject to change according to the terms and conditions set forth in the policy(ies).

The Applicant agrees to the following additional terms.

1. For any insurance paid for in part, or wholly, by plan participants, the Applicant will support enrollment activities and allow all eligible persons an opportunity to enroll.

2. No brochures or material referencing the requested insurance will be published without the prior review and written approval of the Underwriting Company(ies). The Applicant assumes full responsibility for any liability resulting from the use of written materials not prepared or approved by the Underwriting Company(ies).

3. The Applicant is the agent of its eligible persons for transactions relating to the requested insurance and will assume full responsibility for and not hold the Underwriting Company(ies) liable for any of the Applicant's wrongful acts or omissions.

4. The Applicant will promptly furnish any records or other information necessary to insure the proper administration of the insurance plans to the Underwriting Company(ies). The Applicant further agrees to allow the Underwriting Company(ies) or its Administrator to examine all records that pertain to the insurance plans. Any information furnished or obtained in connection with the administration of the insurance plan is confidential information. It shall not be released to any third party except as permitted by law and authorized by the party to which the information relates. That party will not use this information except in connection with the administration of the insurance plan.

5. If the Employee Retirement Income Security Act of 1974 (ERISA) applies, the Applicant is the Plan Administrator and Named Fiduciary of the employees' welfare benefit plan(s). Except as provided above or by ERISA and regulations

thereunder, the Underwriting Company(ies) will provide no services in connection with ERISA compliance.

6. The consideration for the requested insurance is the Underwriting Company(ies)'s acceptance of this application and the Applicant's payment of the required premium when due. Payment of the required premium after delivery of the policy(ies) acts as acceptance of the terms and conditions of the policy(ies).

The Applicant represents that the information provided to the Underwriting Company(ies) to determine the terms of the insurance applied for is true and correct and forms the basis of the requested insurance.

IMPORTANT NOTE: Any person who, knowingly and with intent to defraud any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act.

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	Date:	
(Signature and Title of Applicant's Authorized Representative)		

Memphis, TN (City and State)



Life Policy No(s):

Accident Policy No(s):

Disability Policy No(s):

ERISA COVERAGE WORKSHEET

Use this worksheet to determine whether a policy is issued in conjunction with ERISA. Where a policy is issued in conjunction with ERISA, the following will apply:

- 1. The insurance company will serve as the employer's named fiduciary for handling claims in accordance with ERISA regulations. The "Appointment of Claim Fiduciary" is required.
- 2. Certificates of insurance will be prepared with ERISA Summary Plan Description wording included.
- 3. Information will be provided for the ERISA Annual Report, Form 5500, Schedule A.

Name of Policyholder: State of Tennessee, County of Shelby, Shelby County Government

LK980136, VDT980032

FLX980183

OK980209

4. Claim-related correspondence will comply with ERISA requirements, including notification of rights granted by ERISA regulations.

Effective Date:

1/1/2010

1/1/2010

1/1/2010

In general, any group insurance policy issued to an employer to insure employees, or to a labor union to insure union members, is subject to ERISA. All policies will be considered to be subject to ERISA unless one of the following exemptions applies. The policy is not issued to insure employees of an employer, or members of a labor union. The policy is a statutory disability policy (e.g. Hawaii, New Jersey, New York). X The policyholder is a government employer (e.g. state, county, city, special services district, public school district, public hospital, state college or university). The policyholder is a church group (religious organization, or hospital, school, or college operated by a religious organization) which has not made an election under IRC Section 410(d) to be subject to ERISA. The plan is a short-term, uninsured salary continuance plan funded with general assets of the employer. The plan is voluntary, funded entirely with employee contributions, and is not enrolled or endorsed by the employer; employer participation is limited to permitting the insurance company to conduct enrollments, and handling payroll deductions. None of the above exemptions apply. The policy is issued as part of an ERISA-covered employee benefit plan. If this is the case, then the Policyholder should sign the next page, "Appointment of Claim Fiduciary," instead of this page. Implementation Coordinator Policyholder Representative



LIMITED AGENCY AGREEMENT

(Includes Employer FICA Services)

IMPORTANT: This is a Limited Agency Agreement which, under Internal Revenue Service regulations, permits an insurance company or other payor of taxable sick pay to make deposits of the employer portion of FICA taxes using the payor's employer identification number (EIN). In accordance with IRS regulations, the insurance company cannot make payments of employer taxes unless and until the Limited Agency Agreement is in effect. The insurance company cannot begin to make deposits of employment taxes on behalf of the employer until this agreement is signed and returned. Until the agreement is in place, the employer is solely responsible for timely filing all employment taxes.

LIMITED AGENCY AGREEMENT (Includes Employer FICA Services)

Among:

LINA Benefit Payments, Inc. ("Payment Agent");

And:

Life Insurance Company of North America

CIGNA Life Insurance Company of New York (collectively, "Company")

And:

State of Tennessee, County of Shelby, Shelby County Government

("Employer")

Policies:

LK980136

Effective Date:

1/1/2010

WHEREAS, Employer and Company have entered into one or more group disability insurance policies ("Policies") or Administrative Services Agreements ("ASO Agreements") under which Company, as Employer's agent, makes payments of taxable Sick Pay ("Sick Pay") to certain disabled employees of Employer; and

WHEREAS, such Sick Pay payments are or may be subject to the provisions of various regulations adopted by the U.S. Internal Revenue Service, relating to the withholding and payment of employment taxes, collection of income tax at the source, and reporting of payments and withheld taxes; and

WHEREAS, such regulations permit Employer and Payment Agent to enter into a Limited Agency Agreement under which Payment Agent will perform, as Employer's agent, certain specified services relating to the withholding and payment of employment taxes, collection of income tax at the source, and reporting of payments and withheld taxes; and

WHEREAS, Payment Agent is agreeable to performance of certain of such functions under this Agreement,

NOW, THEREFORE, in consideration of the mutual promises contained herein and in consideration of the issuance and continuance of the Policies and/or ASO Agreements, Payment Agent and Employer agree as follows, with respect to the Policies and/or ASO Agreements identified above:

I. TERM OF AGREEMENT; TERMINATION

1.) This Agreement shall be effective as of the later of the Effective Date shown above, and the date of approval granted by the Internal Revenue Code with respect to a properly completed Form 2678 relating to the services to be performed herein. This Agreement shall commence with respect to calendar years beginning on or after such effective date. This Agreement may be terminated at any time by either party, upon 30 days' written notice to the other. Payment Agent may immediately terminate this Agreement on written notice to Employer, if Employer fails to make any payment required hereunder. Payment Agent shall continue to be responsible for the preparation of Forms W-2 for calendar years ending while this Agreement is in force, but not thereafter.

II. DUTIES OF PAYMENT AGENT

1.) Payment Agent agrees to act as agent for the Employer, as well as any employers whose employees have coverage under the Plan, for the following purposes:

Preparation and filing of Form W-2, covering only Sick Pay paid by Company to payees under the Plan.

Withholding of federal income taxes, at the rate applicable to payments of supplemental wages, with respect to the taxable portion of Sick Pay.

Withholding of the employee portion of FICA taxes, with respect to the taxable portion of Sick Pay.

Payment of the Employer's portion of FICA taxes, with respect to the taxable portion of Sick Pay.

The Employer, or employers covered by the Plan, shall retain the sole and exclusive responsibility for all other duties required by any federal, state or local laws.

2.) Payment Agent shall:

- a. Deposit all withheld taxes with the appropriate federal depository on the due date thereof in accordance with the procedures under Section 6302 of the Code and the regulations thereunder, as now in effect or hereafter amended.
- b. Include such amounts so deposited in its Employer's Quarterly Federal Tax Return, Form 941.
- c. Prepare and file the annual Wage and Tax Statement, Form W-2 (and submit on magnetic tape), and mail each Employee with a copy of Form W-2 on or before January 31 of the year following the year in which the Sick Pay was paid.
- d. Prepare the required Federal Electronic filing and all appropriate state units of government or revenue authorities, and prepare and transmit any other forms or documents customarily prepared and transmitted in conjunction with such filing.
- 3.) Payment Agent shall use its own Employer Identification Number when making payments or filing reports or returns hereunder.
- 4.) Payment Agent agrees to make suitable arrangements for resolution of any questions raised by payees who receive Forms W 2 prepared by Payment Agent and, where appropriate, to issue revised Forms W-2.
- 5.) Payment Agent assumes no responsibility for the accuracy or inaccuracy of the information furnished to it by the Employer or any information which Payment Agent may include in any reports or filings which it prepares for Employer in reliance on such information. To the extent permitted by applicable law, Employer shall indemnify and hold harmless Payment Agent from any and all liabilities imposed upon Payment Agent in the event such information furnished by the Employer proves to be incorrect.
- 6.) Payment Agent assumes no responsibility for any other duties, actions or requirements imposed upon the Employer or upon any employers whose employees have coverage under the Plan, under any other provision of local, state or federal tax law.

III. DUTIES OF EMPLOYER

- 1.) Employer represents that the information contained in Schedule I hereof is true and correct.
- 2.) Employer shall notify Payment Agent of the portion of the disability payments made by Company which are excludable from gross income of payees at least sixty days before the beginning of the calendar year for which such portion is effective. Changes in such portion cannot be made at any other time.
- 3.) Employer agrees to provide Payment Agent on a timely basis with such information and documents as Payment Agent may reasonably need to discharge any functions which it assumes under this Agreement.
- 4.) With respect to any payments of Sick Pay made pursuant to ASO Agreements, Payment Agent shall withhold income taxes at the rate applicable to supplemental wages. Notwithstanding the foregoing, Employer may elect to determine the dollar amount of any income taxes to be withheld by Payment Agent and advising Payment Agent of such amounts. Where Employer elects to do so, Employer represents and warrants that it will correctly calculate the amount to be withheld, based on applicable federal withholding regulations, and based on net benefit amounts determined by Company to be payable.
- 5.) Unless the terms of the Policies provide that the Company waives its right to transfer liability with respect to the employer taxes imposed by IRS Regulation 32.1(e)(1), Employer shall provide Payment Agent with sufficient funds for the payment of Employer's portion of FICA taxes. Payment Agent may require a deposit of up to three months of estimated Employer FICA taxes and may create one or more bank accounts in which such funds shall be held. Payment Agent may draw upon such funds to reimburse itself for any Employer FICA taxes paid on Employer's behalf. Payment Agent shall not be required to pay Employer FICA taxes except from funds provided by Employer for this purpose.
- 6.) Payment Agent reserves the right to impose a charge for its services hereunder. Such charge may be set by Payment Agent with at least 30 days' written notice thereof prior to the start of any calendar year while this Agreement is in force, and shall, unless subsequently changed, be applicable to all calendar years thereafter.

IV. MISCELLANEOUS

Nothing contained herein shall be construed as creating any employment relationship between Payment Agent and any payee.

Any notices required or permitted to be given under the provisions of this Agreement shall be effective only if in writing and delivered either in person to the Employer's authorized agent or by First Class or U.S. Mail to the addresses set forth below, or to such other person or address as either party may designate in writing and deliver as herein provided:

Employer:

Shelby County Finance and Administration

160 North Main

Memphis, Tennessee 38103

Attn.: James Martin

With a copy to: Shelby County Government

Contract Administration 160 N. Main St., Suite 550 Memphis, Tennessee 38103

Payment:

CIGNA Group Insurance Tax Compliance Unit, LLTCU 900 Cottage Grove Road Hartford, CT 06152

In the event either party is served with notice of any legal action in relation to this Agreement or the services provided hereunder, the party served with notice agrees to provide notice of same to the other party within ten (10) calendar days of receipt of notice. Failure to provide notice under this provision is waiver of any indemnity provision under this or any related contract.

This Agreement will be interpreted in accordance with the laws of the State of Tennessee. The parties agree that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this Agreement will be instituted and litigated in the federal or state courts within the State of Tennessee, having jurisdiction in Shelby County, Tennessee, and in no other.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have signed this Agreement.

LINA Benefit Payments, Inc. ("Payment Agent")

4	By: John A. Scanlon
	Title: Assistant Secretary
	("Employer")
ate:	
	By: Title:

State of Tennessee, County of Shelby, Shelby County Government LK980136, VDT980032

SCHEDULE I - EMPLOYER TAX INFORMATION

	Exemption from Social Security/Medicare Taxes
	Select appropriate reason if your disability plan is exempt from Social Security and Medicare taxes: □ Religious Institution □ Charitable Institution □ Other (Specify):
	Indicate if Plan is issued to a union, a creditor, or an association which is exempt from Social Security taxation if the employe is neither a party to the contract or a contributor to plan costs: Union □ Creditor □ Professional Association
I.	Employee Contribution Percentages
	Short Term Disability: X All employees contribute 100% of disability policy premium on a post-tax basis. Employees contribute on a pre-tax basis (considered 100% employer contributions). Employer contributes 100% of cost. Contribution percentage varies by benefit, plan or division (attach detail).
	Long Term Disability: All employees contribute% of disability policy premium on a post-tax basis. Employees contribute on a pre-tax basis (considered 100% employer contributions). Employer contributes 100% of cost. Contribution percentage varies by benefit, plan or division (attach detail).
Π.	Tax Reporting of Self-Insured Benefits (Does not apply to "advice to pay")
	☐ Benefits are paid from a trust (e.g. 501(c)(9) trust) which bears an insurance risk.
	Indicate the address where the ASO tax reimbursement check should be sent: Attention: Mailing Address:
V.	Address to which tax reports should be sent
	X All reports should be sent to the following address:

Attention:

Jim Martin

Mailing Address: 160 N. Main Street, Suite 949

Memphis, TN 38103

Reporting should be to multiple addresses. Attach information on a separate page. Include suffix/division code, coverage code, employee post-tax contribution percentage, federal EIN and employer address.

BENEFIT DEDUCTION SERVICES AGREEMENT

Company: X Life Insurance Company of North America

☐CIGNA Life Insurance Company of New York

Employer State of Tennessee, County of Shelby, Shelby County

Government

Policy No. VDT980032, LK980136

Eff. Date STD/LTD 1/1/2010

WHEREAS, Employer sponsors various health and welfare benefits for its employees, and such benefits continue to be available to disabled employees ("Claimants") receiving disability benefits under the Policy; and

WHEREAS, Employees participating in such benefits have authorized Employer to deduct amounts payable therefore from benefits under the Policy; and

WHEREAS, Employer desires that Company make such deductions from benefit payments to such Claimants as have authorized such deductions, from benefits paid by Company under the Policy; and

WHEREAS, Company, in consideration of the insurance premiums, is willing to provide such services on the terms contained herein;

IN CONSIDERATION OF the mutual promises herein contained, and of Employer's timely payment of premiums under the Policy, Company and Employer agree as follows.

- 1. Company will deduct from benefit payments to Claimants under the Policy employee contributions for (1) health and welfare benefits provided to Claimants under a plan sponsored by Employer; (2) group life insurance benefits provided to Claimants under a plan sponsored by Employer; and (3) such other benefits as Company permits.
- 2. Employer shall, with its initial claim information, provide Company with information regarding the amount of deductions which each Claimant has authorized, and whether such deductions are taken on a pre-tax or post-tax basis. Employer shall provide Company with at least 31 days' prior notice if any deduction amount changes. Company shall not be required to take deductions unless it timely receives required information from the Employer. Company reserves the right to require evidence that any Claimant has authorized deduction from benefits under the Policy.
- 3. Company shall, on a monthly basis, provide Employer with a listing of amounts deducted, itemized by Claimant and type, and shall remit to Employer the aggregate amount deducted from benefits paid to Claimants.
- 4. Where Company prepares W-2 Wage and Tax Statements with respect to benefits, Company shall, where and in the manner required, report deductions taken from benefits during the calendar year.
- 5. Employer represents and warrants that all Claimants for whom it requests deductions from benefits have duly authorized such deductions to be made from benefits under the Plan, and that the amount to be deducted is accurate.

- 6. Employer agrees that all amounts deducted by Company from benefits paid to Claimants shall be timely applied for the purposes for which Claimants have authorized.
- 7. To the extent permitted by applicable law, Employer agrees to indemnify, defend and hold Company harmless against any claims, demands or lawsuits initiated by or on behalf of Claimants, related directly or indirectly to the actions taken by Company in performing its obligations under this Agreement.
- 8. Either party may terminate this Agreement at any time upon 31 days' written notice.
- 9. Any notices required or permitted to be given under the provisions of this Agreement shall be effective only if in writing and delivered either in person to the Employer's authorized agent or by First Class or U.S. Mail to the addresses set forth below, or to such other person or address as either party may designate in writing and deliver as herein provided:

Employer: Shelby County Finance and Administration

160 North Main

Memphis, Tennessee 38103

Attn.: James Martin

With a copy to: Shelby County Government

Contract Administration 160 N. Main St., Suite 550 Memphis, Tennessee 38103

Company: Life Insurance Company of North America

1601 Chestnut Street Philadelphia, PA 19192

Attn.: Group Insurance Underwriting

- 10. In the event either party is served with notice of any legal action in relation to this Agreement or the services provided hereunder, the party served with notice agrees to provide notice of same to the other party within ten (10) calendar days of receipt of notice. Failure to provide notice under this provision is waiver of any indemnity provision under this or any related contract.
- 11. This Agreement will be interpreted in accordance with the laws of the State of Tennessee. The parties agree that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this Agreement will be instituted and litigated in the federal or state courts within the State of Tennessee, having jurisdiction in Shelby County, Tennessee, and in no other.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have signed this Agreement.

X LIFE INSURANCE COMPANY OF NORTH AMERICA

☐ CIGNA LIFE INSURANCE COMPANY OF NEW YORK

Date: <u>09/01/2009</u>	By: Matthe & Monder
	Title: President
	State of Tennessee, County of Shelby, Shelby County Government ("Employer")
Date:	
	By:
Date:	By: Title:

Subscription and Joinder Agreement

TRUST:

The Group Insurance Trust for Employers in the Public Administration Industry

The Applicant adopts the above named Trust established for all employers in the same or related industry and subscribes to the Trust for the insurance requested in the attached Group Application. For the purposes of this agreement the Applicant will be known as the Subscriber.

SUBSCRIBER:

The Subscriber confirms the appointment of Wilmington Trust Company as Trustee and agrees to be bound by the terms of the Trust Agreement. By signing this agreement, the Subscriber joins as Co-Settlor of the Trust until its termination as a Subscriber and accepts the appointment of the Administrator.

The Subscriber agrees to the following terms.

- 1. The Subscriber agrees to promptly furnish the Trustee or its Administrator with records or other information required by them as needed to ensure proper administration of the insurance plans of the Trust. It further agrees to allow the Trustee or its Administrator to inspect all records that pertain to the insurance plans of the Trust.
- 2. The Subscriber appoints the Administrator to represent it in dealings with the Trustee which have to do with the insurance fund. In the event of its termination as a Subscriber, no further claim, except as may be provided under any extended benefits provision of the policy, will be made against any funds accruing to any portion of the insurance fund.
- 3. The Subscriber agrees to pay the Trustee or its Administrator all premiums which become due and payable, and understands that any payment more than 31 days in default may cause the termination of this Agreement and suspension of all benefits as of the due date.
- 4. Either the Subscriber or the Trustee may terminate this agreement upon 30 days written notice to the other.
- 5. Any notices required or permitted to be given to the Subscriber in connection with the Trust, or any policies issued to the Trustee for the benefit of Subscriber's employees, shall be effective only if in writing and delivered either in person to the Subscriber's authorized agent or by First Class or U.S. Mail to the addresses set forth below, or to such other person or address as either party may designate in writing and deliver as herein provided:

Subscriber:

Shelby County Finance and Administration

160 North Main

Memphis, Tennessee 38103

Attn.: James Martin

With a copy to: Shelby County Government

Contract Administration 160 N. Main St., Suite 550 Memphis, Tennessee 38103

- 6. Except to the extent required by the terms of any policy issued to the Trustee, this Agreement will be interpreted in accordance with the laws of the State of Tennessee. The parties agree that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this Agreement will be instituted and litigated in the federal or state courts within the State of Tennessee, having jurisdiction in Shelby County, Tennessee, and in no other.
- 7. Shelby County Government is a governmental entity and, as such, is governed under the Governmental Tort Liability Act. As a governmental entity, Shelby County Government is unable to indemnify or otherwise insure any other entity or person and expressly disavows any provision herein which would require it to do so.

Subscriber (Employer Name): State of Tennessee, County of Shelby, Shelby County Government OK980209, FLX980183

Ву:		
Signature	Date	
Name/Title		
Date Accepted: <u>09/01/2009</u>		
Wilmington Trust Company (Trustee)		
by Life Insurance Company of North America (Administrator)		
Matth G. Monden		

Matthew G. Manders, President



Authorization of Payment of Commissions and Service Fees

We hereby appoint The Segal Company as our broker of record in connection with the policy, as of its effective date, and continuing unless and until we notify the insurance company in writing of revocation of this appointment. Any revocation of appointment, or designation of a new broker of record, will become effective on the date written notice is received by the insurance company, or such later date as we specify.

We authorize payment of commissions to the broker at the following rates:

Producer	Policy Numbers
Life	FLX980183
Accident	OK980209
STD	VDT980032
LTD	LK980136

Product	Premium	Percentage
Life – Basic & Voluntary Effective Date: 1/1/2010	Flat 1%	
Accident – Voluntary Effective Date: 1/1/2010	Flat 1%	
STD – Voluntary Effective Date: 1/1/2010	Flat 1%	
LTD Effective Date: 1/1/2010	Flat 1%	

We understand and acknowledge that CIGNA Group Insurance companies may have entered into, or may enter into, an agreement with the broker, under which the insurance company compensates the broker for providing marketplace intelligence and other services intended to enhance the effectiveness of the insurance company's business. This additional compensation is contingent on meeting new business and persistency goals.

The following describes the compensation available under the program under which your broker is eligible to participate. Terms of the program are subject to change.

- New Business. Payments made are a percentage of total commissions, based on number of new cases sold and annualized premium, and range from 0% to 55% of the amount of expected first year commissions (which is the maximum rate payable, if at least 50 lines of coverage, or at least \$1,250,000 in premium, is sold). Payments are a percentage of standard commission if no commissions are otherwise payable.
- Persistency. Persistency measures the number of policies (weighted by premium) which were in force at the beginning of the year which are still in force at the end of the year. Payments made are a percentage of total commissions, and range from 0% to 20% of commissions (which is the maximum rate payable, if persistency is 95% or greater). Brokers must have a book of business of at least \$250,000 at the start of the year, or write at least \$200,000 of new business premium or three new cases, to qualify. Payments are a percentage of standard commission if no commissions are otherwise payable.

This compensation is funded from the insurance company's overhead and is based on the broker's overall book of business with the insurance company. Any such payments are separate from commissions and, if applicable, will be included in ERISA Form 5500, Schedule A information provided by the insurance company.

We also understand that the insurance company may invite the broke company for the same purposes.	er to participate in events sponsored by the insurance
company for the same purposes.	
Authorized Signature	Date
State of Tennessee, County of Shelby, Shelby County Government	



Important Privacy Notice - Please Read

As a customer of a CIGNA company¹, we want to assure you that we recognize our obligation to keep our customers' protected information secure and confidential. This notice explains our privacy practices and it should answer questions about how we protect personal information. We will continue to safeguard the privacy of the information provided to us. Thank you for giving us the opportunity to serve you. (If you are an Employer or Group Sponsor, please make this information available for review by your employees or members as appropriate.)

This notice applies to insurance products underwritten, or administered by, the Life Insurance Company of North America and CIGNA Life Insurance Company of New York, Life and Disability products underwritten by Connecticut General Life Insurance Company, and insurance products underwritten by Insurance Company of North America administered by the CIGNA companies. Information is the key to our ability to provide you with best in class service. Regardless of whether you are a customer, applicant, insured, or former insured, we are committed to protecting and maintaining the privacy of any information in our possession.

COLLECTION AND USE OF INFORMATION

We may collect protected information about our customers for use in the processing and evaluation of applications or eligibility for insurance, investigating a claim for benefits, and in developing financial plans. This information will be used by authorized company personnel solely for these purposes, and it may be integrated into our databases for statistical and audit purposes. Protected information means any non-public, personally identifiable information including financial information, employment related information and medical information. Unless permitted by law, we will only collect information from sources other than our customers with authorization.

DISCLOSURE OF INFORMATION

We do not disclose any protected information about our customers or former customers to anyone except as permitted by law. We do not sell customer lists or other protected information. With some exceptions, we will not disclose protected information without written authorization. There are circumstances when we will disclose protected information related to medical underwriting or a claim investigation or other activities relating to your insurance plan without authorization to third parties or affiliates assisting us with these activities, as permitted by law. We will also disclose protected information to third parties without authorization as required by law, such as in the case of subpoenas and mandated governmental disclosures.

PROTECTING YOUR INFORMATION

We have internal policies to maintain the privacy of our customers' protected information. These include but are not limited to policies related to the transmission, storage and disposal of paper and electronic information; the prevention of unauthorized access and damage to systems, including damage due to environmental hazards; and assigning and terminating user IDs.

¹ "CIGNA" is a registered trademark licensed for the use of insurance company subsidiaries of CIGNA Corporation. All products and services are provided by insurance company subsidiaries and not the corporation itself. As used herein, "CIGNA" refers to these subsidiaries, which include the Life Insurance Company of North America, CIGNA Life Insurance Company of New York and Connecticut General Life Insurance Company.

Form (Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

2	Name (as shown on your income tax return)					
age	Life Insurance Company of North America					
on po	Business name, if different from above					
Print or type See Specific Instructions on page	Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶	Exempt from backup withholding				
t o	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)				
Prin	1601 Chestnut Street					
- iffi	City, state, and ZIP code					
bec	Philadelphia, PA 19192					
See S	List account number(s) here (optional)					
Par	Taxpayer Identification Number (TIN)					
	r your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to					
	up withholding. For individuals, this is your social security number (SSN). However, for a residence, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities					
	employer identification number (EIN). If you do not have a number, see How to get a TIN on p					
Note	e. If the account is in more than one name, see the chart on page 4 for guidelines on whose	Employer identification number				
numl	ber to enter.	2 3 + 1 5 0 3 7 4 9				
Pai	rt II Certification					
Unde	er penalties of perjury, I certify that:					
1. T	he number shown on this form is my correct taxpayer identification number (or I am waiting for	or a number to be issued to me), and				
2. I	2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and					
3. 1	am a U.S. person (including a U.S. resident alien).					
withh For n	ification instructions. You must cross out item 2 above if you have been notified by the IRS nolding because you have failed to report all interest and dividends on your tax return. For rea mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, agement (IRA), and generally, payments other than interest and dividends, you are not required to your correct TIN. (See the instructions on page 4.)	I estate transactions, item 2 does not apply. contributions to an individual retirement				

Purpose of Form

Signature of

U.S. person ▶

Sign

Here

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

aun &

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 - 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

 An individual who is a citizen or resident of the United States.

Date >

- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

Scott Ca	arlisle, CIGNA
DATEO	F GRATUITY
None	
NATUR	E AND PURPOSE OF THE GRATUITY
NA	
NAME O	OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER
NAME O WHO RE	OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER ECEIVED THE GRATUITY
NA NA	F THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER ECEIVED THE GRATUITY F THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY
NA NA	CEIVED THE GRATUITY
NA NAME O	CEIVED THE GRATUITY

7.	DESCRIPTION OF THE GRATUITY	
	NA	
		The Court of the C
8.	COST OF THE GRATUITY (If cost is by the person giving the gratuity, t report a good faith estimate of the	s unknown and not reasonably discernible hen the person giving the gratuity shall cost of the gratuity.)
	NA	Transaction of the Control of the Co
9.	and correct to the best of my know have not given, directly or indirectl employee or appointee (including s	Gratuity Disclosure Form, and any supporting iced herein or submitted herewith, is true ledge, information and belief and affirm that I y, any gratuity to any elected official, pouse and immediate family members) that that I have not violated the provisions of the f Ethics.
S	ist all	9/14/2009
Sign	ature	Date
Scott	Carlisle	
Print	Name	

MARSH USA Inc. TWO LOGAN SQUARE PHILADELPHIA, PA 19103 AITI: **Healthcare**, AccountisCSS@marsh.com/FAX: 212 948-1307 100607-CIGNA-CAS-08-09 EOI INSURER CICNA CORPORATION AND ITS SUBSIDIARIES 1501 CHESTNUT STREET PHILADELPHIA, PA 19192-2438 TWO LIBERTY PLACE, TL15B 1501 CHESTNUT STREET PHILADELPHIA, PA 19192-2438 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDIC MOTWITHSTANDING ARV REQUIREMENT, TERM OR CONDITION OF ARY CONTRACT OR OTHER SUBJECT TO ALL THE TERMS, EXCLUSION CONDITIONS OF SUCH POLICIES, AGGREGATE LIMIT SHOWN MAY HAVE BEEN POLICY SERGING PROCESSING PROMOTORY TO SUCH POLICIES, AGGREGATE LIMIT SHOWN MAY HAVE BEEN POLICY SERGING PROMOTORY GENERAL LABILITY ANY AUTO ALL OWNERD AUTOS SCHEDULED AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS HERD AUTOS HERD AUTOS HERD AUTOS NON-OWNED AUTOS SCHEDULED AUTOS HERD AUTOS	AARSH LUSA Inc. WO LOGAN SOUARE MILAGELPHIA, PA 19103 III. Healthcare AccounteCSS@marsh.com/FAX: 212 948-1307 GRA-CAS-08-09 EOI INSURERS AFFORDING COVERAGE NAIC # NISURERS NAIC # NISURERS AFFORDING COVERAGE NAIC # NISURERS NAIC # NISURERS AFFORDING COVERAGE NAI	-0.00	4 <i>COR</i>	© CERTIFIC	ATE OF LIABI	1		ED AS A MATTER O	02/20/200 F INFORMA	9
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SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE TO SUBJECT TO THE ISSUING INSURER WILL ENDEAVOR TO ME STREET TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY K	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 601 CHESTNUT STREET HILADELPHIA, PA 19192 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND					AUTHORIZED REPRESENTAT of Marsh USA Inc. Mary Radaszewski		my Radagen		

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ADDITIONAL INFORMATION	CLE-002033997-01	DATE (MM/DD/YY) 02/20/2009
PRODUCER MARSH USA Inc. TWO LOGAN SQUARE PHILADELPHIA, PA 19103 Attn: Healthcare.AccountsCSS@marsh.com/FAX: 212 948-1307	INSURERS AFFORDING COVERAGE	NAIC#
INSURED	INSURER F:	
CIGNA CORPORATION AND ITS SUBSIDIARIES TWO LIBERTY PLACE, TL15B 1601 CHESTNUT STREET PHILADELPHIA, PA 19192-2438	INSURER G:	
	INSURER H:	
111LADELFIIA, FA 19192-2430	INSURER I:	
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TEXT

"IF EVIDENCE OF COVERAGE IS NO LONGER REQUIRED.	KINDLY RETURN THE CERTIFICATE MARKED "NO LONGER REQUIRED", AI	ND WE WILL
ADJUST OUR FILES ACCORDINGLY "		

CERTIFICATE HOLDER

CIGNA CORPORATION 1601 CHESTNUT STREET PHILADELPHIA, PA 19192

> AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Mary Radaszewski

Mary Radaszewski